

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: FINANCIAL AFFAIRS ANALYST

Reports To: Financial Services

UW Job Code: 3635

UW Job Family: 32 – Administrative Support

SOC Code: 13-2099

FLSA: Non-exempt

Pay Grade: 19

Date: 7-30-19

JOB PURPOSE:

Perform high-level business and accounting functions for departments/divisions across campus on a temporary, as-needed basis (e.g. during vacancies caused by termination, extended leave). Provide essential financial services during critical times of need, such as fiscal year-end, annual budget deadlines, audit periods, financial systems upgrades and testing. Guide and assist departments/divisions with their business process improvement efforts, through hands-on financial systems training, drafting of policies and procedures, and identifying/troubleshooting areas of improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain on an as-needed basis the daily fiscal affairs for designated area(s) including processing purchase orders and vouchers, reconciling financial records, processing accounts payable and receivable, assisting in preparing budgets and financial reports, and coordinating fiscal activities with other University departments, outside agencies, and organizations.
- Determine project/program compliance and accounting of financial transactions; identify and resolve data input and reporting errors; provide information, interpretation and assistance to auditors and other outside agencies.
- As applicable, authorize or reject expenditure/disbursement of sponsored project funds in accordance with applicable statutes, policies and budgetary limitations.
- Analyze financial information and provide results and recommendations.
- Study existing business systems in designated area(s) to evaluate effectiveness, and develop new systems to improve production or workflow as required.
- Assist with the development, implementation, evaluation and revision of policies and procedures for designated areas.
- Draft training materials, and provide personalized training and support to campus financial staff as requested.

- May assist in financial systems updates and modifications.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Integrity
- Strategic Planning
- Innovation
- Ability to Learn
- Collaboration

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, preferably in a business-related field**

Experience: **None**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced principles, methods and techniques of computer systems, operations and software specific to the area.
- Accounting principles and financial analysis techniques.
- Management principles, concepts and techniques and their practical applications.
- Procedural analysis, work simplification methods, quality improvement methods, staff utilization and business re-engineering.
- Principles and practices of fiscal analysis.
- Statistical measures and the application of quantitative and qualitative analysis.
- Strategic planning of technology and business processes.

Skills and Abilities to:

- Interpret financial reports and statements.
- Analyze information and make conclusions based on findings.
- Communicate clearly and concisely in both writing and verbally.
- Prepare charts, layouts, forms and other supporting materials.
- Maintain effective working relationships.
- Prepare comprehensive reports.

- Present data into easy-to-understand reports and charts.
- Make presentations both orally and in writing.
- Perform quantitative and qualitative analyses.
- Conduct research and evaluation on new techniques, products, and methodologies for process redesign.
- Coordinate and integrate computer systems and programs in business-related functions.
- Effectively communicate technical information orally and in writing.

WORKING CONDITIONS:

Standard office environment; regular exposure to terminal video displays; occasional exposure to electrical hazards; some work performed in confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.